

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

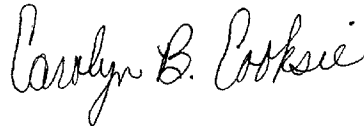
**Notice FLP-78**

1910-B, 1910-C

**For:** State and County Offices

**FY 2000 FLP Credit Reports**

**Approved by:** Deputy Administrator, Farm Loan Programs



**1 Overview**

**A**

**Background**

In FY 1999, State Offices were delegated the responsibility of ordering commercial credit reports for corporations, partnerships, cooperatives, or joint operations through Dun and Bradstreet (D&B) Information Services. The National Office has contracted with D&B Information Services to provide online services for FY 2000.

In previous years, State Offices have selected GSA-approved vendors for the purpose of obtaining mortgage credit reports. In FY 1999, State Offices were authorized to obtain electronic credit reporting services for Field Offices.

**B**

**Purpose**

This notice:

- notifies State Offices of their responsibility of obtaining commercial credit reports
- identifies D&B Information Services as the only authorized source for ordering commercial credit reports
- notifies State Offices of their responsibility of selecting vendors so that Field Offices can obtain mortgage credit reports.

**C**

**Contact**

Direct any questions about this notice to Ann Smith, LMD, at 202-720-1656.

**Disposal Date**

October 1, 2000

**Distribution**

State Offices; State Offices relay to County  
Offices

## Notice FLP-78

### 2 Responsibilities

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#### A

##### **Farm Loan Manager (FLM) Responsibilities for Obtaining Commercial Credit Reports**

FLM's will determine whether a commercial credit report is required in accordance with FmHA Instruction 1910-B. If FLM can make a determination based on information contained on an applicant's mortgage report, they are not obligated to obtain a commercial credit report.

If FLM determines that a commercial credit report is needed, a fee of \$40.00 will be collected from the applicant and a request to order a credit report will be sent to the State Office, Farm Loan Section.

FLM's shall submit the information on RD Instruction 1910-C, Exhibit A, 'Request for Commercial Credit Report,' or in memorandum form. FLM's must provide the following information in their requests:

- name of applicant
- mailing and physical address of operation
- telephone numbers for principals and owner's name, if different from name of applicant.

**Note:** The D&B database will not have an established record of activities on newly formed operations; however, they will initiate investigations upon request.

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#### B

##### **FLM Responsibilities for Obtaining Mortgage Reports**

The standard fee for mortgage reports remains \$28 for individuals and \$34 for joint applicants. FLM shall follow State Office supplements when charging fees for mortgage reports that are electronically generated.

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#### C

##### **State Office Coordinator Responsibilities for Obtaining Commercial Credit Reports**

State Office Coordinator or their designee will order commercial credit reports when FLM submits their request in writing. Only State Office Coordinators or their designees may access the D&B database using a D&B authorized ID and password. Additionally, State Office Coordinators are only authorized to obtain D&B "Business Information Reports." Upon receipt of a credit report, State Office Coordinators shall FAX the report to the requesting County Office.

**Note:** State Office Coordinators will receive monthly reports from D&B detailing the usage of their individual accounts. State Offices will **not** be billed by D&B for access to this database.

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Continued on the next page

## Notice FLP-78

### 2 Responsibilities (Continued)

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#### D

##### **State Office Responsibilities for Obtaining Mortgage Reports**

State Offices are authorized and encouraged to use electronic mortgage credit reports to improve customer service. State Offices considering electronic reports shall:

- contact GSA-approved vendors who provide electronic reports
- determine whether the use of electronic reports benefits Field Offices
- ensure that vendor provides software compatible with Field Office hardware, necessary training, and technical assistance when required.

State Offices shall determine the actual cost for electronic reports and if necessary, may amend the standard fee to reflect the actual cost of an electronic report. State Offices shall issue State supplements informing Field Offices of any changes to the collection of fees.

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#### E

##### **National Office Responsibilities**

The National Office works with the National Agricultural Library under an interagency agreement to obtain D&B's reporting services. All payments to D&B under this contract are made through the National Agricultural Library.

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#### F

##### **Obsolete Material**

Notices FLP-5 and FLP-8 are obsolete.

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